

# Resignation Letter

Dear [Committee Name] Members,

I am writing to formally resign from my position as Chair of the [Committee Name], effective [Last Working Day, e.g., two weeks from today].

It has been a privilege to serve alongside such dedicated individuals. I am proud of what we have accomplished together and am grateful for the support and camaraderie shared during my tenure.

While I am stepping down, I remain committed to the success of our committee and am happy to assist in the transition process.

Thank you for the opportunity to lead this team. I look forward to seeing how the committee continues to thrive in the future.

Sincerely,

[Your Name]

[Your Contact Information]